HIGHFIELDS & DISTRICT JUNIOR RUGBY LEAGUE
BY-LAWS

Definitions and Interpretation:

Where the term 'HDJRL' is used in the following By-Laws, the full Executive Committee of the Highfields & District Junior Rugby League is intended.

Where the term 'Executive' is used, the Executive Officers of the Highfields & District Junior Rugby League Inc. (as defined by the Constitution of the Highfields & District Junior Rugby League Inc.) are intended.

Where the term 'TJRL' is used, Toowoomba Junior Rugby League Inc. is intended.

Where the term 'QRL' is used, Queensland Rugby League Ltd. is intended.

In the interpretation of these Rules, unless the context otherwise requires:

- Singular includes plural and vice versa;
- Any gender includes the other gender;
- Mentioning anything after 'include', 'includes' or 'including' does not limit what else may be included; and
- Headings used for ease of reference are not to be interpreted as forming part of these Rules.

Amendments and Copying:

Amendments to these rules will be documented and kept by the HDJRL Secretary. These Rules are not to be copied or published without HDJRL approval.

Amended – 25 October 2026

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Section 1 – GENERAL

(A) Player fees for the upcoming season will be set by the HDJRL at the Annual General Meeting preceding the season. Refunds may be granted by the HDJRL in special circumstances, to be assessed case by case. Members are to submit an application for refund detailing the circumstances. The decision regarding a refund will be at the discretion of the HDJRL Executive.

(B) Player fees are to be paid in full prior to 28 February of the current year or, for mid-season registrations, prior to the commencement of the player's first game. In cases of identified financial difficulty, Club Members can apply to the Club Executive Committee for approval of a payment plan.

(C) The funds held in Heritage Building Society Term Deposit are to be retained by the Club as a "Future Fund". Expenditure of these funds is permitted for the development of facilities only. Any proposal to expend these funds must be notified to all members as a special motion to be moved at a general Club meeting. The motion must be approved by a majority vote of members present at the General Club Meeting. Any surplus funds available at the end of each financial year are to be added to the "Future Fund" and protected by the restrictions of this clause. The aim of each Committee will be to add a minimum of $10,000 to the Fund each year, funds permitting.

(D) Any amendment, addition or alteration to these Rules must first be approved by a majority vote of Members at a general Club meeting.

Section 2 – ADMINISTRATION

(A) Committee Members

(i) The Committee of the Highfields & District Junior Rugby League Club shall be administered by an Executive of three (3), consisting of a President, Secretary and Treasurer.

(ii) The Committee shall include (but not necessarily be limited to) the positions of Vice President, Registrar, Publicity Officer, Fundraising Co-ordinator and Coaching Co-ordinator.

(B) Meetings

(i) Monthly General Meetings are to be held once per calendar month in Highfields at a determined venue commencing at 7:00pm, or at an agreed time and date.

(ii) Coaches and Managers of respective Club teams are required to attend General Meetings.

(iii) Voting rights at General Meetings are only extended to current Club Members as defined in the "Constitution and Rules of the Highfields & District Junior Rugby League Club Inc.".

(C) All correspondence is to be forwarded to the Club Secretary, PO Box 313, Highfields 4352 or emailed to the Club Secretary at hdjrlsecretary@gmail.com.

(D) Any correspondence from a Club Member that is intended for forwarding to the TJRL or QRL must be forwarded to the Club Secretary who will then pass it on to the Club Executive. The Club Executive shall determine if, how and when the correspondence will be forwarded to the relevant party. The Club Executive will advise the Club

Member of the outcome of any such decision, as well as providing the Member with any feedback received from the relevant parties regarding the correspondence.

Section 3 – CLUB RULES

(A) It is the duty of the Club President and Secretary to inform all Club Members of relevant information and rules to carry out their jobs and duties for the Club.

(B) Any Club Official, Announcer or Scorer must be 16 years old by December 31st of the current year.

(C) All Coaches and Managers are to complete an injury/incident report (whichever is relevant) of any untoward/unexpected occurrence at a game, training or Club event.

(D) The HDJRL has developed a Club Code of Conduct that outlines the Club's expectations regarding the behaviour of Coaches, Officials, players and parents/spectators. All members of the Club are expected to abide by the Code of Conduct at all times in which they are involved in Club activities. Breaches of the Code of Conduct will be reported to the Club's Internal Disciplinary Committee for management. The principles of the Code of Conduct are as follows:

(i) The objective of the Highfields & District Junior Rugby League Club is to teach children how to play Rugby League in a supportive and co-operative environment. Parents, players, coaches and officials must treat each other and other people with dignity and mutual respect and understand the importance of co-operating in a community with diverse interests and traditions, with a common concern for the well-being of all Members, and for the promotion of sportsmanship.

(ii) It is expected in the Club that each person will co-operate to the fullest in taking responsibility for his or her own progress by diligent and careful preparation for, and participation in all of the training sessions for the team they are a member of. It is particularly important that no one, either through neglect or lack of concern, interferes with the rights of others to pursue their rightful responsibilities and obligations. For players, irresponsible behaviour while participating in Club activities, failure to comply with the National Code of Conduct, or the defiance of the authority of a Club coach or official will not be tolerated. For coaches and team officials, attendance at monthly Club Meetings and scheduled Coach's Meetings is expected.

(iii) The Club uniform and colours are vital in establishing the Club's identity and reputation in the community. All players are encouraged to wear Club shirts to training, Club functions and to and from games to reflect they are representing the Club and demonstrate their membership of, and pride in, their team; and to fulfil the corporate obligations to sponsors.

(iv) Team officials are expected to wear Club shirts to games.

(v) Players must conduct themselves at all times on and off the field in a manner that will enhance both their and the Club's reputation. Players are to conduct themselves in such a way that harassment or abuse of others does not occur. In particular, bullying of any player or Club Member, will not be tolerated. Bullying is defined as any action which subjects an individual or group to behaviour that is physically, verbally, emotionally or psychologically hurtful, threatening or frightening. This includes racial vilification. Team officials who become aware of such behaviour are expected to refer the matter to the Club's Internal

Disciplinary Committee for management. Offensive behaviour will not be tolerated, whether it is the use of abusive or racist language, smoking, consuming alcohol, taking or possessing illegal drugs, stealing or injury of another. Taking or possession of illicit substances by Club players or members is expressly forbidden. Infringements such as those listed above will be referred to the Club's Internal Disciplinary Committee for management. As some of these offences are against the law, offenders may be expelled from the Club and/or referred to the Queensland Police Service.

(vi) The mistreatment of others' property is unacceptable. Such behaviour reveals a lack of concern for the owners of that property, whether these are individuals, the Club as a whole, or the community. Mutual respect means that members should foster the attitude of care and concern for others' property and should not interfere by tampering with, mistreating or removing any property that is not theirs. Stealing is completely unacceptable.

(vii) When a player accepts membership of a Club team, he or she accepts all of the commitments involved in that membership. Attendance at all fixtures and training sessions is expected unless prior arrangements have been made with the respective team coach or manager. A breach of this policy may result in suspension from fixture games. Likewise, team officials are expected to attend all fixtures and training sessions.

(viii) Breach of this Code may result in disciplinary action being taken against the player/member concerned, including suspension from Club activities or fixture games. Repeated breaches or the commission of a criminal offence may result in expulsion from the Club. In the case of criminal offences, such matters will be referred to the Queensland Police Service.

(ix) In matters that are not specifically covered by the above Code or any other Club regulation, members of the Club will observe the principles outlined above concerning the dignity of each person and respect for others and their property. Being registered with the Club implies acceptance of the Code of Conduct by players, parents/guardians and Club Officials.

(E) The Highfields Eagles support and endorse the National Code of Conduct (2009). All officials, members, players and patrons are bound by the Code of Conduct. Breaches of the Code will be considered and reviewed by the Club Committee, who reserve the right to enforce penalties on the offending party as per the Code's guidelines.

Section 4 – REGISTRATION OF PLAYERS

(A) Players are considered as registered with the Club upon full payment of the registration fees (as determined at the preceding Annual General Meeting) and following completion of all relevant registration paperwork as required by the HDJRL, the TJRL and/or the QRL.

(B) Any player who has not paid their registration fees in full by 28 February (and who has not commenced a repayment plan with the HDJRL) must show cause as to why they should not be de-registered.

(C) Players with outstanding registration fees who wish to transfer to another Club will have their transfer request refused until all outstanding fees have been paid.

(D) Players must play with the Grade for which they are registered. Players cannot play for a higher age group unless the following criteria have been met:

(i) The player's parent/guardian has provided written permission for the player to play up a grade;

(ii) The player has played their own grade's game first;

(iii) Players in the higher age group who are present on the day have all been given an opportunity to take the field prior to the under-age player; or

(iv) There is no team in the grade for which the player would normally be a member.

Section 5 – REGISTRATION OF COACHES AND VOLUNTEERS

(A) All coaches, managers, team staff and other volunteers must have a current, valid Blue Card (Working with Children check) or Exemption card prior to commencing duties. All coaches, managers, team staff and other volunteers must provide details of their Blue Card or Exemption Card to the Committee for recording on the Club Blue Card register.

(B) Members who intend on taking up a coaching position with the HDJRL must hold a current, relevant coaching qualification as approved by the NRL, or must give an undertaking to complete the appropriate training to achieve this qualification prior to the season commencing.

(C) Any coach who does not possess the relevant coaching qualification at the commencement of the season must stand down from their position immediately until such time as the qualification is obtained, as per NRL guidelines.

(D) The HDJRL will pay the costs for Coaching, League Safe Trainer and First Aid Officer courses for Members who intend on participating in these positions.

Section 6 – REGISTRATION OF TEAMS

(A) Where possible the HDJRL will attempt to register a team in each available grade.

(B) If numbers in a particular grade are insufficient to form a team, players will be given the opportunity to play in the higher grade.

(C) In the event of excess numbers in a particular grade, the HDJRL will nominate additional teams to ensure all players have the opportunity of playing regularly.

Section 7 – JUDICIARY/DISCIPLINARY TRIBUNALS

(A) The HDJRL have an Internal Disciplinary Committee to deal with any matters of concern that may involve Club members participating in Club activities.

(B) The Internal Disciplinary Committee must comprise of at least three (3) members from the following list of Executive and Committee members:

(i) President

(ii) Vice President

(iii) Secretary

(iv) Treasurer

(v) Registrar

(vi) Publicity Officer

(vii) Coaching Co-ordinator

(C) The Internal Disciplinary Committee has jurisdiction to deal with the following conduct:

(i) Failing to comply with any Rule, By-Law or standing order of the QRL, TJRL or the HDJRL.

(ii) Failing to carry out a Directive of the QRL, TJRL or the HDJRL.

(iii) Offering or receiving a bonus or inducement to win, lose or draw a match.

(iv) Conduct, which has been or is likely to bring the game into disrepute.

(v) If it wishes, player's misconduct as defined in Section 3 of these By-Laws.

(vi) Disorderly, insulting or objectionable conduct by a Club member as a spectator at a game.

(vii) Without limiting the generality of the above:

- Allowing any player not registered or under suspension or disqualification to take part in any match.
- Arranging or taking part in any match with any Club or Team or Representative's Team or Division not affiliated with the QRL without the QRL's written consent.
- Knowingly allowing a person or any unqualified player to take part in the TJRL competition without the necessary leave.
- Breaching the Club Code of Conduct.

(D) Matters are referred to the Internal Disciplinary Committee according to the following principles:

(i) A complaint under any of the criteria mentioned above in sub-section (C) must be made to the HDJRL within seven (7) days of the incident. The complaint may be made orally but must be confirmed in writing within 48 hours.

(ii) The HDJRL will then refer the matter to the Internal Disciplinary Committee who investigates the matter and decides whether or not the person should be charged.

(iii) In practice, if it is decided that a charge is to be laid, the person against whom the charge is laid could be asked if they wished to proceed with the hearing of the charge straight away. If they agree, the hearing proceeds without further delay. If they do not agree to an immediate hearing of the charge, the charge should be heard as soon as practically possible.

(E) A person appearing before the Internal Disciplinary Committee may be represented by one other person, and/or may appear in person. This representative shall not be a legally qualified person unless the Internal Disciplinary Committee in its absolute discretion considers it appropriate given the seriousness or unusual nature of the charge.

(F) Where approval has been given for a charged person to have legal representation, it is considered prudent for the Committee to also have a legal representative available for advice.

(G) Both parties to the hearing are entitled to call witnesses to the hearing as required.

(H) When the Internal Disciplinary Committee is satisfied that a charge as been made out it may punish the person by:

(i) Reprimand;

(ii) A fine;

(iii) Suspending the person from participating in the game of Rugby League;

(iv) Disqualifying the person from participating in the game of Rugby League;

(v) Expelling the person from the Highfields & District Junior Rugby League Club;

(vi) Making an order suspending a penalty imposed under clauses (i), (ii), (iii), (iv) and (v) of this Rule for such period of time and on such conditions as the Disciplinary Committee might think fit;

(vii) Any one or more of the above.

(I) The suggested procedure for conduct of a Disciplinary Committee includes the following:

(i) Member is brought into the room and interviewed by the Chairman as to their identity; this ensures that the proper member is appearing on the proper charge. For example, a player is asked if he is player "Brown" and did he take part in a certain game at a certain place and was he dismissed from the field.

(ii) The member is charged by the Chairman of the Disciplinary Committee.

(iii) For the purpose of the record the Chairman then announces the case number, member's name, the Referee (if applicable) and the names of the members comprising the Disciplinary Committee.

(iv) The Chairman outlines the evidence to substantiate the charge.

(v) The member having heard this evidence is then re-charged by the Chairman and having heard the charge and having heard the evidence is called on to plead "Guilty" or "Not Guilty".

(vi) If the member pleads "Guilty" no further evidence is taken – only submissions by the member.

(vii) If the member pleads "Not Guilty" all parties to the complaint must be given the opportunity to present their case and question witnesses.

(viii) If a person is found guilty they must be advised of their right to appeal the charge.

(ix) A person found guilty and punished is to be advised in writing within 48 hours of the decision, the findings on which the decision was made and the punishment.

(x) The Disciplinary Committee must keep a record of the proceedings and the decision/s that it has made.

(J) A person sentenced by the Internal Disciplinary Committee may appeal to the Disciplinary Committee only on the grounds that they have obtained evidence of which

they did not know and could not have become aware of before the Disciplinary hearing, after having made all reasonable investigations and enquiries; or the sentence handed down is or includes suspension from playing which exceeds a period of eight (8) weeks and is considered by the member to be excessive. This appeal must be lodged in writing within seven (7) days of the initial Disciplinary hearing.

(K) Where a person is expelled, disqualified or has their membership terminated, they may appeal as per the Appeal guidelines set down in the "Constitution and Rules of the Highfields & District Junior Rugby League Club Inc.".

Section 8 – CLUB AWARDS

(A) After the completion of every match the coaching staff in grades from Under 9 to Under 17's will allocate points on a 3, 2, 1 basis for the best players in their team for that match. Any player named on the official team list for any one game, who is prevented from playing a Club game in the event of a bye or opposing team forfeit, will receive **1 point** each. These points' allocations will be sent to the Relevant Club Coaching Coordinator or other nominated person on the day of the match. The Coaching Coordinator will compile the points throughout the season, with the highest points scorer from U13 to U17 boys being awarded the "Top Eagle" the U13 to U17 girls being awarded "Top Eaglette" and the Under 9 – 12 grades being awarded the "Top Junior Eagle" trophies. These trophies will be presented at the end-of-season presentation day.

(B) In addition to the 3, 2, 1 points awarded by coaches, players who have achieved representative honours will be awarded the following bonus points that will also contribute towards their "Top Eagles" or "Junior Eagle" points tallies:

(i)	South West/Darling Downs/Clydesdales	**4 points**
(ii)	Mal Meninga/Womens Harvey Norman (U17's)	**4 points**
(iii)	All Queensland rep sides	**6 points**
(iv)	All Australia rep sides	**8 points**

(C) Any player who is prevented from playing a Club game because of representative commitments/restrictions applicable to the representative levels identified above in Clause **(B)** shall receive **2 points per Club game missed**, in addition to the bonus points awarded in Clause **(B)**.

(D) At the end of each season coaching staff will select players from their respective teams to receive the following awards at the Club's end-of-season presentation day:

U9's - U12's -

(i) Most Valuable Player

(ii) Most Improved Player

(iii) Coach's Award

(iv) Best in Attack

(v) Best in Defence

U13's - U17's

(i) Most Valuable Player

(ii) Most Improved Player

(iii) Coach's Award

(vi) Best Back

(vii) Best Forward

(E) Players who are selected in Queensland, Australia or Representative teams may be awarded a representative medallion, as determined at the discretion of the Club Committee, to commemorate this achievement at the end-of-season Presentation Day.

(F) At the end of each season the Club Committee will select one Senior member from the Club to receive the Athol Smith Trophy. This trophy is awarded to the Club person of the year at the end-of-season presentation day and is someone who has shown outstanding service to the Club throughout the year.

(G) At the end of each season the Club Committee will select one Junior member from the Club to receive the Junior Club Person of the Year trophy. This trophy is awarded to a person of the year at the end-of-season presentation day and is someone who has shown outstanding service to the Club throughout the year.

(H) At the end of each season the Club Committee will select one male player and one female player to be the Club Captains for the following season. In the event there is no girls team nominated in the most senior division, a second male player may be chosen as co-Captain. The successful nominees are required to be a positive role model for the younger players and representatives who have shown exceptional leadership through their participation in Club activities. The Club Captains will be announced at the end-of-season presentation day and they will be presented with a monogrammed commemorative jacket that identifies them as the Club Captains for the following year.

(I) At the end of each season the Club Committee will select one Junior Referee (U6 – U12) and one Senior Referee (U13 – U17) to receive the Club Junior and Senior Referee of the year Trophy. This trophy will be presented at the end-of-season presentation day to a Referee who has shown dedication and professionalism at all times and who has represented our Club exceptionally.

(J) Junior and Senior Coach of the Year Awards:

(i) The HDJRL may present a Junior Coach of the Year Award for coaches of teams in the Under 6 to Under 12 age groups and a Senior Coach of the Year Award for coaches of teams in the Under 13 to Under 17 age groups.

(ii) The awards recognise outstanding coaches who make a positive contribution to their players, team and the Club throughout the season and who promote a positive, safe, inclusive and supportive environment.

(iii) The number of games won by a team must not be the sole or determining factor when deciding the award recipients. Consideration will be given to the coach's commitment, leadership, communication, player development, sportsmanship, inclusion, positive role modelling and contribution to a safe and enjoyable environment consistent with the HDJRL Code of Conduct and the Club's values.

(iv) The Club Committee, together with input from Club coaches, will consider eligible coaches against the above criteria and decide the recipients of the Awards.

(v) The awards will be presented at the end-of-season presentation day.

Section 9 – CLUB LOYALTY POLICY

To acknowledge and reward players who show commitment and loyalty to the Club, the following Policy will apply:-

(A) Players who register to play for Highfields & District Junior Rugby League and have completed four (4) consecutive playing seasons with the Club in Under 12s or older (or the equivalent age group in the girls' competition) will receive a commemorative shirt recognising their service. This award will be presented once only during a player's time with the Club and will be presented at the end-of-season Presentation Day.

(B) Players who register to play for Highfields & District Junior Rugby League and have completed the following playing seasons with the Club will receive a commemorative jacket, to be presented at the end-of-season Presentation Day:

(i) Boys: Eight (8) consecutive playing seasons, presented in their Under 17 season.

(ii) Girls: Five (5) consecutive playing seasons, presented in their Under 17 season.

(C) Players who have previously received a "100 game jacket" will not be eligible for a commemorative jacket in Under 17s.

(D) The Executive Committee may, at it's discretion, rule on specific or special circumstances.

Section 10 – TJRL PREMIERSHIP WINNING TEAM JERSEYS

(A) Players who are members of a TJRL premiership-winning team and are named on the official team list for the Grand Final will be entitled to keep the playing jersey allocated to and worn by them in that Grand Final.

(B) The Club will present to each eligible player, at the end-of-season Presentation Day, the playing jersey worn by that player during the Grand Final in which their team won the premiership.

(C) The Club will not require the return of a jersey awarded under this Section, and the jersey will not be required to be returned for use in future seasons.

(D) This Section applies to all HDJRL teams competing in a recognised premiership competition, subject to any applicable QRL or TJRL competition rules or requirements.